

MOUNTAIN LAUREL QUILTERS' GUILD
POLICIES AND PROCEDURES 2019

Approved at the March 19, 2019 Guild Meeting

ö **MEETING TIMES AND PLACES**

*Regular monthly meetings shall be held the third Tuesday of each month at an established place in Northeast Georgia. Members are invited to bring their lunch and arrive at 11:30 am to socialize with others members until the meeting time and to help set up for the meeting. Show and Tell will start at 12:30 pm followed immediately by the Guild meeting. During bad weather our policy is the same as schools: no school, no meeting.

*The May and December meetings will have a potluck luncheon organized by the hostess(es). A minimal business meeting will follow; the December meeting will have installation of officers for the following year.

ö **WORKSHOPS:**

*Various workshops will be offered throughout the year on different techniques and projects. These will be held at a location and a time to be announced in the newsletter, at the meeting and on the website.

ö **MEMBERSHIP:**

*The voting body shall consist of all members in good standing. Membership dues in the Guild are \$35.00 the first year which includes the fee for the MLQG pin. Thereafter dues will be \$30.00. A majority of the members present shall be needed to pass any vote. Members that are 80 years of age or older are not required to pay dues. New members 80 or older will pay \$35.00 one time.

*All regular meetings shall be open to guests. As a courtesy, guests may receive an emailed newsletter for three months, if requested. A guest may either attend one meeting and then must join the guild to attend further meetings and participate in the Guild's activities, or pay \$3.00 per meeting as a guest. For special events, a guest fee may be levied by determination of the Executive Committee. Associate memberships are \$17.50 per year, which includes a monthly newsletter. All monies are to be forwarded to the Treasurer by the Membership Chair.

*Each member at the monthly business meetings shall display "Mountain Laurel" nametags. A 50-cent fine will be assessed members failing to display their name tag. The Books and Tools committee chairman will collect the fine. New members have a 2-month "grace" period to complete a name tag. If a new member has not created a name tag within the 2 months, she may display her name tag kit on clothing. All proceeds from these fines shall be forwarded to the Treasurer for credit to the Books and Tools Fund.

ö **BEE GROUPS:**

*Bee groups meeting at times and day other than the regular meetings may be formed by any Mountain Laurel Quilting Guild member. Each bee group is open to any guild member who wishes to join by contacting the person in charge of that group.

*The bees will be non-governing, non-political bodies.

*Bees may have a specific objective, e.g., appliqué only. However, all bee objectives will be to promote education, share expertise and the opportunity of getting to know other members on a one-to-one basis. This time should be a coming together to share a like interest in a comforting way. Bee members may bring their own projects to work on and ask for help or advice from their fellow bee members. Occasionally a member may teach or demonstrate a tool or technique, share tips, short cuts, etc. At times field trips could be organized to visit quilt shops, quilt shows, or other attractions of a common interest for the benefit of smaller groups.

*Current information regarding each bee group, the meeting location and coordinator's name will be published in each of the guild's newsletters.

ö **CURRENT COMMITTEES/CHAIRPERSONS:**

*Current committees will have a chairperson and an optional assistant. Contact the president ahead of the meeting if you have an important item to be brought up before the membership. Each committee chair is responsible for writing up reports for the newsletter on a timely schedule when needed. At the conclusion of each committee, a report should be filed with the president, outlining the responsibility and achievement of that committee. This report can then be passed to the next Chairman as a help to her in her new position. AD HOC committees dissolve automatically when the committee task is complete. Standing committee chairmen are appointed by the President at the beginning of her term.

ö **MEMBERSHIP:** Membership chairperson(MC) shall maintain an up-to-date record of members, including name, address, and phone number, e-mail, and birth date and spouse's name. MC is to provide a copy of the member directory to every member once a year, along with a new membership card. The MC shall advise the President & the Newsletter Committee of any changes in membership. The MC shall be responsible to prepare new-member folders containing guild information & name tag kits, and to provide one to each new member. At each meeting, the MC shall be responsible to provide sign-in sheets or notebooks for members and for visitors, and to introduce visitors & new members to the guild. The MC shall be responsible for the collection of guild dues, starting in November of each year, and to turn this money over to the Treasurer, along with a copy of the duplicate information form.

ö **NEWSLETTER:** The Newsletter Chairperson shall consist of a newsletter editor and assistant(s). The editor shall publish the monthly newsletter and see that distribution takes place to all members, guilds that we exchange newsletters with and any guests who has requested the newsletter for 3 months. The newsletter shall contain:

*information regarding places, dates and times of meetings as well as minutes, treasurer's report, programs, workshops information and any changes in membership. Committee chairpersons should submit their reports for the newsletter by deadline set by editor.

ö **BASTING:** Basting is held on the third Tuesday of the month at 10 am at the church. Members must contact the basting chairperson to let her know that they have a quilt to baste. Members can have their quilts basted for free providing they help baste other people's quilts. Fees for non-members will be \$25 (single), \$30 (full/queen) and \$35 (king).

ö **DOOR PRIZE:** The Door Prize Committee shall furnish raffle prize(s) each month. Each month ticket chances will be offered to members and guests. Only those who purchase a ticket or tickets for a particular monthly raffle prize will be eligible for that month's raffle prize(s). The Door Prize Committee will forward all proceeds each month to the Treasurer who will credit the Door Prize fund. As money is needed to purchase raffle prizes the Treasurer will release funds to the committee chair. Receipts of all purchases will be turned in to Treasurer.

ö **DONATED BOOKS AND TOOLS:** The Donated Books and Tools committee shall solicit donations of books, magazines and quilting tools in good condition from the membership. A small tag showing the suggested price can be attached by owner. All proceeds will be forwarded to the treasurer who will credit the Books and Tools fund.

ö **PROGRAM:** The Program chairperson will be the 1st Vice President. The Program Committee may arrange programs & related workshops beyond a specific term of office due to the availability of speakers and their schedules. All contracts shall be binding on successors. Some programs will require the membership to give up show and tell because of time. Non-members will be levied a fee to attend special programs. The Program Committee shall maintain a file of contacts, i.e., speakers, etc.

ö **WORKSHOPS:** The 2nd Vice President(s) is in charge of workshops-and will determine workshop fees for members, after calculating all the costs of the workshop. Non-members wishing to participate in the workshop will be charged an additional fee above the member cost, if there are openings available one month prior to the workshop. The Second Vice President(s) shall maintain a file of workshop leader's contacts. No refunds will be given. Any materials given to the attendees at the workshop will be passed to the person who could not attend.

ö **HISTORIAN:** The Historian shall keep a scrapbook of newspaper articles, photos, programs and assorted memorabilia of the guild's activities.

ö **COMMUNITY SERVICE:** The community Service Chairperson shall oversee and appoint chairpersons for community service projects. At this present time we make & donate quilts, pillowcases and activity quilts. We also collect & donate items to Circle of Hope

ö **SUNSHINE COMMITTEE:** The sunshine committee shall send cards to members and friends of the guild when appropriate.

Ö **INVENTORY:** Items are kept in the church closet or by committees using or providing items; i.e., Quilt-O- game, paper goods, risers and tape and other basting equipment, cabinet, quilt carry-all, membership file, return address stamp, extension cords, story book quilts and books, clothespins, display easel and board for workshops, cash box, raffle drum, quilt display frame and other supplies needed to sell raffle tickets, etc.

Ö **OPPORTUNITY QUILT:** The opportunity quilt committee chairperson will be responsible to form a committee to create an opportunity quilt every year to raise funds for the guild.

- ~ The committee chooses the design, assembles the quilt, makes it available for guild members to quilt or decides if it is to be machine quilted. Guild members and Bees are encouraged to submit their quilts for consideration as an opportunity quilt.
- ~ Copyright must be observed. Permission from the designer/copyright owner must be obtained before any work can begin.
- ~ The cost of the quilt materials will be shared between the committee members and the guild, depending on the techniques and materials needed. A request for funds must be presented in the annual budget meeting.
- ~ The chairperson will locate and secure venues for ticket sales and arrange for guild members to handle the ticket sales and will also maintain & supply a list of venues and pass to the next chairperson.
- ~ The chairperson will put together & distribute packets to the membership and maintain a list of returned packets and tickets when the guild has an Opportunity Quilt. Tickets are priced at \$1.00 each or 6 for \$5.00. All members will be responsible to sell a minimum \$10.00 worth of tickets or purchase them. Any member can be exempt based on religious objections to gambling.
- ~ Monies will be turned over to the treasurer.
- ~ A lottery license must be renewed every six months by the chairperson from the local Sherriff.
- ~ The chairperson will store the raffle equipment and Opportunity Quilt and purchase raffle tickets as needed

Ö **PUBLICITY:** The Publicity chairperson will submit information concerning guild activities to local papers, take new member photos and activity pictures at guild meetings and post to the Internet. The chairperson will be responsible for submitting an article and photograph of the recipient of the Level 50 award to the local newspapers that publish our announcements.

ö **ACHIEVEMENT AWARDS:** A member will receive a ribbon or ribbons for each finished personal quilted project. The number of ribbons awarded is based on the size of the project. Ribbons may be worn on the member's name tag. Ten ribbons can be exchanged for a pin. A \$25.00 gift certificate will be given at level 25. A \$50 gift certificate will be awarded for level 50.

A rosebud is awarded for each finished community service project. Fifteen rosebuds can be exchanged for a heart-in-hand pin. Ten heart-in-hand pins can be exchanged for an angel pin. The angel pin is the mark of a highly productive donation quilter. For finished Quilts of Valor quilts, 1 red ribbon is given for any help on a QOV quilt, 1 red rose is given to an individual completing a QOV quilt, and a heart flag pin will be given in exchange for 15 red roses. Regular donations will be tracked separately in the monthly newsletter. Guidelines must be outlined in the monthly newsletter.

Ribbons will not be awarded for pillowcases, but the number donated each month will be shown in the newsletter along with a running total for the year. This number will be reported to the Million Pillowcases project periodically.

ö **WEB SITE:** The web site for the guild will have a Web Master. The Web Master may be an honorary member of the guild and the site will represent the Guilds Objectives and Activities. It can also carry information from other guilds and the Georgia Quilt Council, along with available seminars, retreats and symposiums.

ö **HOSTESS:** One or two members will serve as hostesses for the May and December luncheons. They will be responsible for storing all reusable supplies and purchasing new supplies such as paper goods and table decorations within the budget limitations. The hostess(es) will set up the table and room decorations, any reusable supplies purchased should be maintained for subsequent luncheons. Table centerpieces are usually given as prizes to one person at each table, additional favors may be given for each person. Beverages can be solicited or purchased by the hostesses.

ö **COMFORT QUILTS:** A comfort quilt will be given to members who lose a spouse or child or if they are battling a serious illness, such as cancer. The Comfort Quilt chairperson will ask for squares from members as needed and assemble them into a lap quilt (approximately 45" x 60"). Patterns for Friendship Star and Ohio Star are available on the website. Donations of batting will also be appreciated. The chairperson will arrange for the quilt to be delivered.

ö **FACILITATORS:** The Facilitator(s) and Second Vice President(s) hold keys to the building in order to open up the room on Guild and Workshop days. Duties include making coffee, setting out condiments, ensure there are enough tables and chairs available. After the meeting/workshop, she (they) will clean out trash and close the room, assuring doors are locked. She (they) will be responsible for training the next facilitator(s).

ö **OTHER SPECIAL COMMITTEES:** Will be appointed by the President. When the assignment of a special committee is completed, it is automatically dissolved. Such as Christmas door prizes, nominating committee.

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